

6 VAC 20-171-100. Initial instructor application.

A. Each person applying for certification as instructor shall meet the minimum requirements for eligibility:

1. Be a minimum of 18 years of age;
2. Have a high school diploma or equivalent (GED);
3. Have successfully completed DCJS instructor development course, within the three years immediately preceding the date of the application, or submits a waiver application for an instructor development course that meets or exceeds standards established by the department; or successful completion of an approved DCJS instructor development program longer than three years prior to the date of application, and has provided documented instruction during the three years immediately preceding, or has provided instruction in a related field at an institution of higher learning;
4. Have a minimum of (i) three years management or supervisory experience, with a private security services business or with any federal, military police, state, county or municipal law-enforcement agency, or in a related field; or (ii) five years general experience in a private security services business, with a federal, state or local law-enforcement agency, or in a related field; or (iii) have a minimum of one year experience as an instructor or teacher at an accredited educational institution or agency in the subject matter for which certification is requested, or in a related field.
5. Be a United States citizen or legal resident alien of the United States.

B. Each person applying for certification as instructor shall file with the department:

1. A properly completed application provided by the department;
2. Fingerprint cards pursuant to 6VAC20-171-30;
3. Official documentation verifying that the applicant meets the minimum eligibility requirements pursuant to this section;
4. Official documentation verifying previous instructor experience, training, work experience and education for those subjects in which certification is requested. The department will evaluate qualifications based upon the justification provided;
5. The applicable, nonrefundable application fee; and
6. Evidence of status as a United States citizen or legal resident alien of the United States.

C. In addition to the instructor qualification requirements described in subsections A and B of this section, each applicant for certification as a firearms instructor shall submit to the department:

1. Official documentation that the applicant has successfully completed a DCJS firearms instructor school or submits a waiver application with supporting documentation demonstrating completion of a firearms instructor school specifically designed for law-enforcement or private security personnel that meets or exceeds standards established by the department within the three years immediately preceding the date of the instructor application.
2. Official documentation that the applicant has successfully qualified, with a minimum range qualification of 85%, with each of the following:
 - a. A revolver;
 - b. A semi-automatic handgun; and
 - c. A shotgun.
3. The firearms instructor training must have been completed within the three years immediately preceding the date of the instructor application; or in the event that the school completion occurred prior to three years, the applicant shall have provided firearms instruction during the three years immediately preceding the date of the instructor application.

D. Upon completion of the initial instructor application requirements, the department may issue an initial certification for a period not to exceed 24 months.

E. The department may issue a letter of temporary certification to instructors for not more than 120 days while awaiting the results of the state and national fingerprint search provided the applicant has met the necessary conditions and requirements.

F. Each certification shall be issued to the individual named on the application and shall be valid only for use by that individual. No certification shall be assigned or otherwise transferred to another individual.

G. Each instructor shall comply with all applicable administrative requirements and standards of conduct and shall not engage in any acts prohibited by applicable sections of the Code of Virginia and this chapter.